June 16, 2022

Dear Mrs. O'Meara:

Please accept this as my formal resignation from my position as Library Media Paraprofessional as I will be retiring. My last day will be August 5, 2022 which is the last day of summer school.

I thoroughly enjoyed the 24 years I have worked for Colchester Elementary School and will truly miss not coming to work in September. It surely will be an adjustment.

Please let me know if you need any assistance training my replacement. I would be glad to help out.

Sincerely,

Nancy Cordone